

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100230047-1

(Tentative) ~~SECRET~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training

DATE: 13 August 1951

FROM : 25X1A9a
[REDACTED]

SUBJECT: Statement of Functions, Psychological Staff O/TR

1. Basic Mission of Psychological Staff O/TR

- a. To provide psychological services to the Office of Training and to other offices and units of CIA, as authorized by the Director of Training.

11. Major Functions.

- a. To advise and assist the Director of Training and other members of his Staff on training problems that involve technical phases of psychology.
- b. To develop plans and implement procedures for the testing, assessment, evaluation and guidance of Career Corps Trainees.
- c. To develop plans and implement procedures for the testing, assessment, evaluation and guidance of all students in training.
- d. To direct and engage in operational research for the improvement of psychological techniques in O/TR.
- e. To direct surveys of existing psychological services in the agency with a view to their more effective utilization and coordination.
- f. To coordinate and, if necessary, direct all psychological services under the jurisdiction of the Director of Training.

111. Major Tasks Now Being Done

- a. Career Corps Trainees.
 - 1. Testing prior to training.
 - 2. Analysis of aptitudes.
 - 3. Guidance interviews.
 - 4. Development of evaluation procedures.

SECRET

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100230047-1

b. Russian Language Students.

1. Testing prior to training.
2. Analysis of aptitudes.
3. Rejection of those not qualified.
4. Direct the preparation of evaluation reports by [REDACTED] and O/TR.
5. Correlation studies between effectiveness of predicting language proficiency and evaluation by [REDACTED]

25X1A5a2

25X1A5a2

c. UTG/A Students.

1. Testing prior to training.
2. Analysis of aptitudes.
3. Supervision ²preparation of evaluation reports.

d. Agency Psychological Services: A coordination of ETS survey.

e. Clerical Refresher Course: Pre-training and post-training *testing* programs for clerical skills.

f. Liaison with Personnel Section AGO, Department of the Army, and the Classification and Field Branch of the Bureau of Naval Personnel, Department of the Navy.

g. Compilation of norms and analysis of statistics for purposes of prediction and classification.

IV. Personnel Support.

25X1A9a

- a. One secretary full time, [REDACTED]
- b. One secretary part time, [REDACTED]
- c. One testing assistant par [REDACTED]
- d. Periodical scoring assistance by uncleared pool employees.

V. Major Tasks Completed.

- a. Career Corps Trainees: Testing, assessment, evaluation and guidance plans (see Appendices C, G and J in "A Program for the Establishment of a Career Corps in the Central Intelligence Agency").
- b. Personnel Procurement Division, Interview Training Course.
- c. [REDACTED] Recruitment Project.
- d. Evaluation procedures of Clerical Refresher Course.

25X1A5a2

Approved For Release 2000/08/22 : **SECRET** CIA-RDP61-00274A000100230047-1

SECRET

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100230047-1

- e. Evaluation procedures by instructors at 25X1A5a2
- f. Original preparation of Training Request form.
- g. Analysis and review of Mr. 25X1A9a training report.
- h. An analysis and review of 25X1A9a report on assessment.

VI. Major Tasks Plan Near Future.

- a. Spoken Russian aptitude program.
- b. OSI evaluation study.
- c. Preparation of an overall plan for coordinated psychological services in CIA.
- d. Implementation of a Career Corps Program as it relates to the Psychological Staff. This will include recruitment of personnel, establishment of procedures, development of tests, and considerable statistical research.

25X1A9a

SECRET

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100230047-1